



# YES Incidental Expense Report

**This Report must be submitted by December 15, 2008.**

Please use this form to keep track of your YES student's \$300 budget for incidental expenses. Expenses that are typically covered include winter coat, backpack, toiletries, calculator, lock (for school locker), art, sport or music class fees, extra curricular activity fees, required clothing for school, clothes for gym class.

Expenses that are not covered by the \$300 budget include high school registration, school book fees, physical exams and immunizations required by school. For reimbursement related to these cases, please contact the Support Service Manager at the YFU District Office 1-866-493-8872.

|   |                        |                  |
|---|------------------------|------------------|
| <b>Name of YES Student:</b>             |                        |                  |
| <b>Name of YFU Area Representative:</b> |                        |                  |
| <b>Name of Host Family:</b>             |                        |                  |
| <b>City:</b>                            | <b>State:</b>          | <b>Zip Code:</b> |
| <b>Person receiving reimbursement:</b>  | Student    Host Family | Other            |

To be reimbursed for expenses, please follow these steps:

1. Complete and sign this form.
2. Attach original receipts for all purchases.
3. Send the completed form to: YFU USA, Programs & Contracts, 6400 Goldsboro Rd, Suite 100, Bethesda, MD 20817.
4. Submit only one Incidental Expense Report per student.

|                                  | Description of Purchase | Store           | Cost          |
|----------------------------------|-------------------------|-----------------|---------------|
| <i>example</i>                   | <i>school supplies</i>  | <i>Wal-Mart</i> | <i>\$7.62</i> |
| 1                                |                         |                 | \$            |
| 2                                |                         |                 | \$            |
| 3                                |                         |                 | \$            |
| 4                                |                         |                 | \$            |
| 5                                |                         |                 | \$            |
| 6                                |                         |                 | \$            |
| 7                                |                         |                 | \$            |
| 8                                |                         |                 | \$            |
| 9                                |                         |                 |               |
| 10                               |                         |                 | \$            |
| <b>TOTAL Incidental Expenses</b> |                         |                 | <b>\$</b>     |

Host Parent Signature \_\_\_\_\_

YES Student Signature \_\_\_\_\_



**Use this page if you need additional space**

|                             |  |
|-----------------------------|--|
| <b>Name of YES Student:</b> |  |
| <b>Name of Host Family:</b> |  |

|                           | Description of Purchase | Store | Cost |
|---------------------------|-------------------------|-------|------|
| 11                        |                         |       | \$   |
| 12                        |                         |       | \$   |
| 13                        |                         |       | \$   |
| 14                        |                         |       | \$   |
| 15                        |                         |       | \$   |
| 16                        |                         |       | \$   |
| 17                        |                         |       | \$   |
| 18                        |                         |       | \$   |
| 19                        |                         |       | \$   |
| 20                        |                         |       | \$   |
| 21                        |                         |       | \$   |
| 22                        |                         |       | \$   |
| 23                        |                         |       | \$   |
| 24                        |                         |       | \$   |
| 25                        |                         |       | \$   |
| 26                        |                         |       | \$   |
| 27                        |                         |       | \$   |
| 28                        |                         |       | \$   |
| 29                        |                         |       | \$   |
| 30                        |                         |       | \$   |
| TOTAL Incidental Expenses |                         |       | \$   |

Host Parent Signature \_\_\_\_\_

YES Student Signature \_\_\_\_\_